

Document No.	
No Change in Class.	<input type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed To:	TS S C
Auth.	
Date:	15-17-78

~~SECRET~~
CONFIDENTIAL

3 April 1953

25X1

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Weekly Activity Report for Week Ending 3 April 1953

1. General

25X1

b. 1953 Fund Requirements List (Shopping List) - (continued item)

The finalized FY-53 "shopping list" was completed and coordinated with interested offices and informally presented to the DD/A. The concurrence of the Comptroller had not been obtained because he wished to study the paper to determine whether or not necessary funds had been included in the FY-53 budget by the interested offices. The Comptroller agreed that he would complete his staffing in the shortest time possible for formal submission to the DD/A.

25X1

d. Automotive Vehicles - (new item)

A study was prepared and submitted to the DD/A, for the information of the DCI, covering the quantity, type, justification, and controls exercised on all Agency-owned motor vehicles, both domestic and overseas.

e. FY-52 Contingency Fund Stocks - (new item)

A memorandum was forwarded to the DD/P-Admin. and the Comptroller

SECRET

Security Information

concerning subject stocks to obtain approval for the issuing of excess stocks on hand against current requirements.

f. New Name and Table of Organization - (new item)

This Office was pleased to receive formal approval of its new Table of Organization and the change of office name.

g. Inter-office Training - (new item)

A meeting was held with representatives of the Career Service Board and the Chief of Personnel, DD/P, to establish a working relationship between this Office and DD/P for implementation of the logistics portion of the Career Service Program.

b. Administrative Survey - (new item)

This Division is conducting an administrative survey for the improvement of procedures and elimination of unnecessary files. Approximately 30 linear

25X1

CONFIDENTIAL

SECRET
Information

feet of files have now been transferred from this Division to the Records Center. It is anticipated that approximately 40 linear feet will be transferred in the near future.

3. Supply Division

a. Supply Catalog - (new item)

It is understood that the publication of the second edition of the Agency Supply Catalog will be held up until the latter part of April because of a backlog at Reproduction. Action is being taken in an effort to improve this schedule.

b. Ammunition Inventory [redacted] (new item)

25X1

A physical inventory of all ammunition [redacted] was completed during this week and stock records were adjusted accordingly.

25X1



25X1

~~SECRET~~
Security Information

25X1



(2) Contracts pending and/or in process 91

(3) Requisitions

Balance pending end of previous week	362
Received during week	263
Completed during week	223
Balance pending end of week	402

(4) Purchase orders

Issued 195 - Total \$70,669.66

5. Real Estate and Construction Division

see 26, 55
a. Projects - (continued items)

(1) - Action pending awaiting return of construction estimate through field station.

25X1

~~CONFIDENTIAL~~

Approved For Release 2006/09/11 : CIA-RDP78-03991A000100040069-1

Page Denied

Approved For Release 2006/09/11 : CIA-RDP78-03991A000100040069-1

~~SECRET~~
Security Information

25X1

for 13/ AKS
JAMES A. GARRISON
Chief of Logistics

PSO/SS/JCB:cc (3 April 1953)

Distribution:

- Orig. & 2 - Addressee
- 1 - PSO Official File
- 1 - Dissemination Copy

~~CONFIDENTIAL~~